

The

Student

Employment

Program

Handbook

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Introduction

This handbook has been prepared in order to provide you a brief summary of the requirements of the Summer Employment Program and other related Student Programs within the National Oceanic and Atmospheric Administration (NOAA). Each year, NOAA hires over 100 high school students, undergraduate college students and graduate students to perform a variety of clerical and technical jobs during the summer months. Similarly a larger number of students is employed throughout the year in the Junior Fellowship Program, the Cooperative Education Program and Needy Youth Programs.

Specifically, summer employment is defined as temporary employment which begins after May 12 and ends before October 1 of the same year. Applicants must be U.S. Citizens, at least 16 years of age and meet the qualification requirements and filing deadlines for the type(s) of position(s) in which they are interested. Each applicant must file an application and provide complete and correct information about their academic coursework and achievement. The requirements for each of the categories or "groups" of summer employees are fully described in Announcement #414, Summer Jobs, which is issued by the Office of Personnel Management in December of each year.

Each of the other programs which relate to student employment and which complement the Summer Program will also be briefly described and basic appointment requirements or procedures outlined.

We hope that you, the student, the Supervisor and the personnel specialist or technician find this a useful and handy guide to these important programs.

The NOAA Story



UNITED STATES DEPARTMENT OF COMMERCE
National Oceanic and Atmospheric Administration
Washington, D.C. 20230

OFFICE OF THE ADMINISTRATOR

The National Oceanic and Atmospheric Administration (NOAA) is a young agency with an historic tradition of service to the Nation. Established in 1970 as a self-contained agency under the Department of Commerce, it is made up of some of the oldest organizations in the government. NOAA's National Ocean Service can trace its origins to the Survey of the Coast organized in 1807, while the National Marine Fisheries Service was formed as the Office of the Commissioner of Fish and Fisheries in 1871.

Today, under Dr. John V. Byrne, an Administrator appointed by the President, there are more than 12,000 NOAA employees -- 27 percent of the Department of Commerce workforce -- whose activities account for an annual budget of approximately \$800 million. NOAA personnel are stationed around the globe in laboratories, ships, planes, offices, underwater habitats, and hundreds of weather stations.

NOAA operates a vast array of equipment -- as complex as two separate earth-orbiting satellite systems, oceangoing research vessels, atmospheric research aircraft, and some of the world's largest computers -- and as simple as tide and river gauges and weather balloons.

Activities are organized into five major areas -- fisheries services, weather services, ocean services, satellite and data services, and research activities. Program functions are supported by several staff offices.

- o NOAA's fisheries service offices manage and conserve the fishery resources within 200 miles of the U.S. coast; protect vital habitats and whales and other marine mammals; and conduct research.

- o NOAA's weather service facilities report and forecast the weather and provide warnings of hurricanes, tornadoes, and other severe weather.

- o NOAA's ocean service offices operate a Federal oceanographic fleet; prepare nautical and aeronautical charts and other navigational aides, and conduct programs in coastal resource management and ocean pollution amelioration.

- o NOAA's satellite and data service facilities control the Nation's civil meteorological and land remote sensing satellite systems and operate the largest environmental data storage and retrieval system in the world.



o NOAA'S research and development offices conduct research programs through NOAA laboratories around the country and through cooperative arrangements with universities. In a number of important areas, such as ocean pollution, climate, and weather modification, NOAA is charged with providing leadership and direction for large multi-agency research efforts.

NOAA negotiates and participates in a wide variety of international agreements. These protect the great whales and the North Pacific fur seals, manage such fish stocks as salmon and tuna, and conserve Antarctic living marine resources, and undertake international research programs. The agency conducts research under the auspices of the World Meteorological Organization and the Intergovernmental Oceanographic Commission, and is a major participant in the multi-national Global Atmospheric Research Program.

The agency operates the NOAA Corps -- 400 officer-scientists, who make up the Nation's seventh uniformed branch of service. These men and women work in every environmental discipline, including oceanography, meteorology, biology, and physics. In addition to laboratories and offices, they serve on shipboard, and also fly NOAA's research aircraft and helicopters.

For additional information about NOAA, write:

Office of Public Affairs
National Oceanic and Atmospheric
Administration
11400 Rockville Pike, Rm. 108
Rockville, Md. 20852

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Summer Employment

In December the Office of Personnel Management (OPM) issues Announcement #414, Summer Jobs. This announcement can be obtained from any OPM office. Complete instructions for filing are contained in the announcement.

It is suggested that all students sixteen (16) years of age and above obtain a copy of this announcement which will list various agencies and the types of positions they expect to fill with complete filing instructions.

To apply for a summer job, students need to complete a Standard Form 171 and OPM Form 1170/17. All courses and credits, including those to be completed during the current school year, must be listed. Applicants will be considered ineligible if page 4 of OPM Form 1170/17 is not completed; including appropriate boxes and computing grade point average. The announcement should be referred to for the appropriate application forms for the group of positions for which the student is applying.

Completed applications should not be signed or dated until copies are made. Copies can then be signed and dated when submitted to an agency within the specified announcement date. Students should keep originals for their records.

All summer applications must be received in the office of the Summer Employment Coordinator before the closing date for receipt of applications.

Federal Junior Fellowship Program

- For outstanding graduating high school seniors in the upper 10% of their class, who need the earnings to attend college
- Students are: Nominated by high school officials by agencies directly from schools.
- Must be certified on the basis:
- Work only summer and school vacations
- Are employed initially at GS-1; periods of work and education are must be completed within 5 years
- Are eligible for non-competitive appointments upon completion of 1 periods.
- Are generally covered under the coverage under life/health insurance

Cooperative Education (Baccalaureate Students)

- Provides for alternating periods of full-time academic study with at least two periods of full-time study-related employment for students pursuing a baccalaureate curriculum in a qualifying educational institution.
- Requires a planned schedule and working agreement between the agency and the school; students must be enrolled in school's Cooperative Education curriculum and must be recommended for assignment by appropriate school staff.
- At least one work period must be within 18 months of graduation.
- Arrangement may be made for two or more students to occupy a single position.
- Students are carried on agency's rolls for full period of their cooperative program and are placed in LWOP status while attending school.
- Students are employed at grade levels commensurate with their education and experience with provision for adjustments in grade level as they progress through the programs.
- Within 120 days of graduation, assuming completion of requisite periods of employment, graduates are eligible for non-competitive conversion to career-conditional or career employment.
- Students generally are covered under the retirement system and may elect to enroll in life and health insurance programs.
- Work may not be scheduled only during summer periods or school vacations. Depending on type of appointment and other conditions, students may be covered by retirement system and life/health insurance programs.

Cooperative Education (Students Pursuing Associate Degrees)

baccalaureate students, except
studying full-time at a qualifying
technical institute for the
degree.

may be eligible for non-competitive
employment within 120 days after

but may be part-time in some cases.

during summer periods or school vacations.
other conditions, students may be
covered by health insurance programs.

Cooperative Education (High School Students)

- Same as Cooperative Education for Baccalaureate students except that this covers students who are in high school or other qualifying institutions.
- Appointments are made only for the period of the work assignment; total time worked must not exceed 1040 hours in any 12 month period.
- Appointments may be full or part-time, but not intermittent.
- Students must be at least age 16. Work periods may not be scheduled wholly during summers or school vacation periods; however, a student's work and classroom attendance together should not generally exceed 40 hours in any one week.
- Students are not eligible for coverage under the retirement system or life/health insurance programs.
- Employment under this program does not permit non-competitive conversion to career-conditional employment.

Student Employment - Needy Youth (Summer/Winter Aids)

- Permits part-time or intermittent employment for students enrolled in or accepted for enrollment in a resident secondary school or institution of higher learning.
- Students must need the earnings to continue in school and must be certified by their local Employment Center.
- Employment is work of routine nature.
- Employment may not exceed 20 hours a week, except during vacations.
- Students must maintain an acceptable school standing.
- Salaries are fixed at a level commensurate with expected level of performance.
- Appointments are not to exceed one additional period.
- Appointees must have reached the
- No appointments under this authority August 31 inclusive.
- Students employed under this program
- Student will be paid prevailing rate

Supervising the Summer/Student Employee

An orientation checklist for supervisors of summer employees:

- Prepare for the employee

Decide the general area(s) of work and responsibilities.
Discuss these plans with others in the office.

- Welcome the new employee

Introduce to co-workers and explain their jobs.
Show the work area.
Arrange for a "regular employee" to serve as a "mentor".
Try to put the student at ease.

- Explain the work of the unit

Functions of the office.
Functions of the organization.
How the job relates to others in the unit.

- Office Facilities

Explain where and how to get supplies.
Show the elevator, washrooms, lunch facilities, etc.

- Explain rules and regulations

Hours of work.
Lunch period.
Using the Telephone.
Performance requirements.
Annual and Sick leave requirements.
Explain job assignments and responsibilities fully.
Indicate levels of supervision.

showing personal interest in your
accomplishments. This could be done
towards the end of the summer. But
day-to-day encouragement that will

